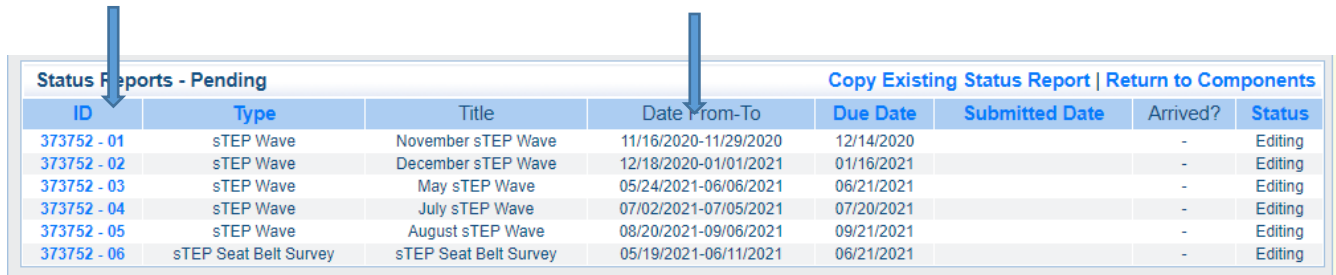


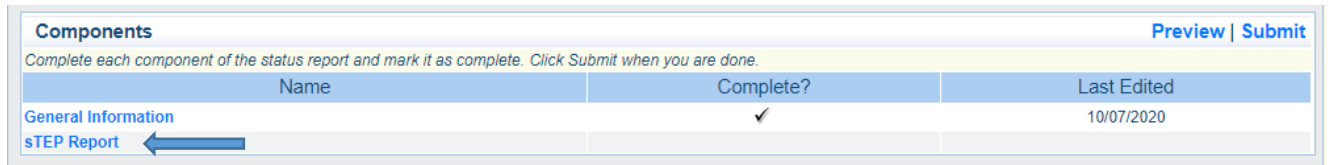
How to submit a **sTEP WAVE ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on the **blue** font report number in the **ID column** that matches your reporting period



Status Reports - Pending				Copy Existing Status Report Return to Components			
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
373752 - 01	sTEP Wave	November sTEP Wave	11/16/2020-11/29/2020	12/14/2020		-	Editing
373752 - 02	sTEP Wave	December sTEP Wave	12/18/2020-01/01/2021	01/16/2021		-	Editing
373752 - 03	sTEP Wave	May sTEP Wave	05/24/2021-06/06/2021	06/21/2021		-	Editing
373752 - 04	sTEP Wave	July sTEP Wave	07/02/2021-07/05/2021	07/20/2021		-	Editing
373752 - 05	sTEP Wave	August sTEP Wave	08/20/2021-09/06/2021	09/21/2021		-	Editing
373752 - 06	sTEP Seat Belt Survey	sTEP Seat Belt Survey	05/19/2021-06/11/2021	06/21/2021		-	Editing

- Click on **sTEP Report** in the table



Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/07/2020	
sTEP Report			

- To begin, click in the first text field, enter number of agency contacts for OWI-Alcohol CITATIONS (even if it is zero) and then hit TAB
- Enter the number of agency contacts for OWI-Alcohol WARNINGS and then hit TAB
- Repeat this process for each of the following sections:

sSTEP Enforcement Activity		
Enter contacts for the entire agency during the wave enforcement period specified.		
sSTEP Enforcement Activity Report		
Citation = Arrest; Warning = Tested, No Arrest		
OWI - Alcohol	<input type="text" value="2"/> Citations	<input type="text" value="0"/> Warnings
Citation = Arrest; Warning = Tested, No Arrest		
OWI - Drugs	<input type="text" value="0"/> Citations	<input type="text" value="0"/> Warnings
.02 Violation	<input type="text" value="3"/> Citations	<input type="text" value="0"/> Warnings
Open Container	<input type="text" value="2"/> Citations	<input type="text" value="0"/> Warnings
Seat Belts	<input type="text" value="9"/> Citations	<input type="text" value="7"/> Warnings
Child Restraints	<input type="text"/> Citations	<input type="text"/> Warnings
Speed	<input type="text"/> Citations	<input type="text"/> Warnings
Stop Sign/Light Violation	<input type="text"/> Citations	<input type="text"/> Warnings
Electronic Device	<input type="text"/> Citations	<input type="text"/> Warnings
Driving Without License	<input type="text"/> Citations	<input type="text"/> Warnings
Suspended or Revoked	<input type="text"/> Citations	<input type="text"/> Warnings
Registration	<input type="text"/> Citations	<input type="text"/> Warnings
No Proof of Insurance	<input type="text"/> Citations	<input type="text"/> Warnings
Improper Passing	<input type="text"/> Citations	<input type="text"/> Warnings
Dark Windows	<input type="text"/> Citations	<input type="text"/> Warnings
Equipment	<input type="text"/> Citations	<input type="text"/> Warnings
Move Over Violation	<input type="text"/> Citations	<input type="text"/> Warnings
Other Traffic Violation	<input type="text"/> Citations	<input type="text"/> Warnings

Other Activity	
Felony Arrest	<input type="text"/>
Narcotics Arrest	<input type="text"/>
Motorists Assist	<input type="text"/>

- Complete the Public Information Activities. Each type is required, even if it is zero for the wave

Media

Per the contract, the agency must provide information to the media and public on each of the five waves. Please indicate which avenue and how many were provided.

If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each traffic safety post. For example, if posting on Facebook and Twitter, count two. Include both pre and post wave information.

TV*

Radio*

Print*

Digital*

- Answer the required question in the Multi-Jurisdictional Project box.
- The next questions in the screen shot below are conditional based on your response to the required question. If you mark NO for the required question, the rest of the questions will NOT appear.

Multi-Jurisdictional Project

Per the contract, the agency must participate in one multi-jurisdictional project during the contract year.

Contacts for the event for the agency should be included in the activity above. Each agency should record their contacts.

Did the agency participate in a special project/multi-jurisdictional project?* ☒ Yes ☐ No

Date of Project

Project Time of Day

Time Project Started (Military Hours)

Time Project Ended (Military Hours)

Number of Officers Participating

Other Agencies Participating

These questions will only appear if you answered YES to multi-jurisdictional above.

- Enter your comments, click on **Return to Top**

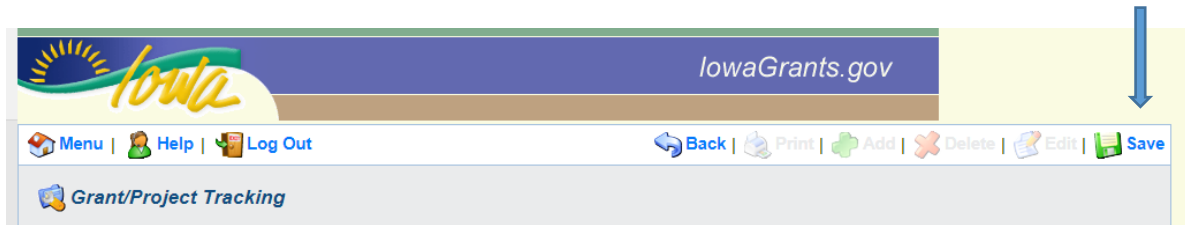
Comments

Please indicate any special circumstances or comments GTSB should be aware of for this wave.



[Return to Top](#)

- Click **Save**



IowaGrants.gov

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

Grant/Project Tracking

- Click **Mark as Complete**



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant/Project Tracking

Status Report: 373742 - 21

Grant: 373742-Des Moines PD 2021 Tester

Status: Editing

Program Area: GTSB Test Program

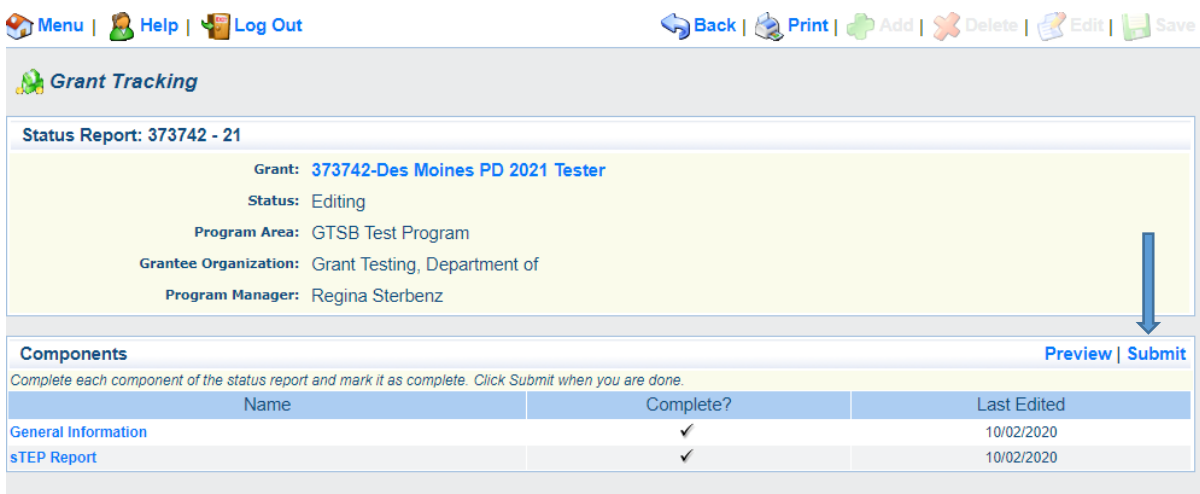
Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

sSTEP Enforcement Activity **Mark as Complete | Go to Status Report Forms**

Enter contacts for the entire agency during the wave enforcement period specified.

- Click **Submit**



Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 373742 - 21

Grant: 373742-Des Moines PD 2021 Tester

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

Components **Preview | Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/02/2020
sSTEP Report	✓	10/02/2020

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK

Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

FYI – sSTEP Wave Activity Reports are due 15 days after the end of the wave period, indicated on each status report (see below):

Status Reports - Pending					Copy Existing Status Report Return to Components		
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
373752 - 01	sSTEP Wave	November sSTEP Wave	11/16/2020-11/29/2020	12/14/2020		-	Editing
373752 - 02	sSTEP Wave	December sSTEP Wave	12/18/2020-01/01/2021	01/16/2021		-	Editing
373752 - 03	sSTEP Wave	May sSTEP Wave	05/24/2021-06/06/2021	06/21/2021		-	Editing
373752 - 04	sSTEP Wave	July sSTEP Wave	07/02/2021-07/05/2021	07/20/2021		-	Editing
373752 - 05	sSTEP Wave	August sSTEP Wave	08/20/2021-09/06/2021	09/21/2021		-	Editing
373752 - 06	sSTEP Seat Belt Survey	sSTEP Seat Belt Survey	05/19/2021-06/11/2021	06/21/2021		-	Editing

Status Reports - Processed							
ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status

The Iowa Grants system will send you an automated courtesy reminder email 10 days out from the due date indicating a “Status Report” is due soon. The system will email you again 3-5 days out from the due date if you’ve still not submitted the report. The email will come from Iowa Grants and if you have any questions, please contact your Program Administrator.

- If you’ve submitted your report prior to the 5th of the following month, you should not receive this email.
- If you’ve started your report but not completed and submitted your report (editing status), you WILL receive this email.

- If you've not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com

Subject: Status Report Due Soon

Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: *Your Contract Number*

Name: *Your Grant Title*

Program Area: Governor's Traffic Safety Bureau

Grantee Organization: *Your Organization*

Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

<https://www.iowagrants.gov>